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| **JOB DESCRIPTION** |
| **I. JOB DETAILS** |
| **Job Title** | **Assistant Manager - HRBP** |
| **Function** | Human Resources | **No. of Openings** | 1 |
|  **Location** | New Delhi |
| **About Company/ Client:**Synergy Steel Limited, a flagship company of the Synergy Group is one of the pioneers and fastest growing manufacturers of stainless steel. Company’s products are available in the form of flats and wire rods to B2B customers who typically process the material to make other products. With a capacity to produce 2 lakhs tones of stainless steel, a turnover has more than USD 200 million. With a short span of 2 decades, Synergy Steels has emerged as a Total Steel Venture with a vast clientele  Across India, Europe and Asia. |
| **II. KEY RESPONSIBILITIES** |
| * Understand the company's business, products, and overall objectives; and link the same with the HR activities
* Successfully implement all HR activities during Employee Lifecycle - employee competencies and career progression, processes such as On-boarding, Performance Management, Business travel and expense management, and employee grievances resolution within manufacturing teams
* Should have robust knowledge of statutory compliance with HR-related legal and regulatory guidelines under Labor Laws as applicable
* Should ensure optimal strength and talent (inclusive of on role/off role employees) in manufacturing plant to execute HR strategy and achieve desired business results
* Understand the nuances and expectations of workers and be a trusted advisor for the employees, managers and HR by adhering to confidentiality and integrity at all times
* Be accountable for metrics such as Joining, On-boarding, Performance, Attrition, Process Compliance, Collaboration
* Be open to using technology and tools to automate tasks and use data for reactive and proactive problem solving
* Create, implement and monitor processes and policies by working with relevant stakeholders - employees, managers, internal HR partners
* Be the Cultural ambassador for the teams and support in culture fit interviews during talent acquisition as well
* Should work with Talent Development Business Partner for effective training and development
* Should efficiently liaise with the local authorities and administration officials to represent the organization on statutory obligations as and when required
* Should efficiently manage empaneled manpower supplier(s) and ensure associated compliance by effective liaising and periodic audits
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| **Qualifications** | MBA HR |
| **Experience** | 5 – 8 years (Manufacturing Industries) |
| **Salary** | Up to 8 LPA  |
| **Payroll** | Synergy Steel |